What Font!

Directions: Follow the directions below to practice using your word processing program.

1. Go to the Spellchecker Poem at <http://www.latech.edu/tech/liberal-arts/geography/courses/spellchecker.htm>.
2. Copy the poem and Paste it into a blank word document.
3. Save your document to My Documents/Name Folder.
4. Use the font section on the Home ribbon tab to change the font to Bookman Old Style.
5. Change the color of all misspelled words to red.
6. Change the last line of every stanza to italics.
7. Correct the spelling of each misspelled word.
8. Center the poem on your page.
9. Change the font of the title to Times New Roman 20pt.
10. Insert a comment telling your teacher what your grade on this work sheet should be.
11. Upload to ebackpack, and close the document.